



Surname, First Name(s)

Information Sheet for Employees at the End of their Employment Contract

Please take note of the following at the end of your employment contract:

Employees must take responsibility for searching for further employment in due time prior to the termination of their contract, even if they are still currently employed (§2 Sub-Section 5 No. 2 SGB III).

Furthermore, employees whose employment is coming to an end, must register personally as job-seeking at the Employment Agency at least three months prior to the termination of their employment. If there are less than three months between the time of being informed about the termination of contract and the date of termination, the registration must occur within three days after being informed of the date of termination. In order to keep to the deadlines defined in sentences 1 and 2 of this paragraph, a notification giving details of personal data and the date of termination is sufficient if personal registration is made at an agreed appointment at a later date. Registration must still be made even if the continuance of the employment contract is being claimed legally or the employer has promised to prolong it (see § 38 Sub-Section 1 SGB III).

A delayed registration at the Federal Employment Agency will entail a blocking period for the right to unemployment benefits of one week (§ 159 Sub-Section 6 SGB III).

Acknowledged on _____

Signature Employee